



FOOD SCOOP

“A Michigan Food & Nutrition Program Edition”

March, 2004

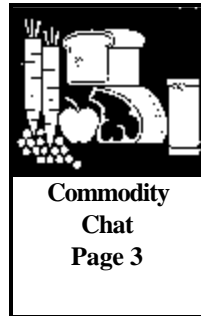
Issue No. 6

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NEED ASSISTANCE CALL:

School Meals Program	(517) 373-3347
Food Distribution	(517) 373-8642
Fiscal Reporting	(517) 373-0420
Child & Adult Care Food Program	(517) 373-7391
Fax Number	(517) 373-4022



Regulatory Issues

Monthly Status Reports for School Meals Program Claims for Reimbursement

Beginning last summer, status reports related to the claims for reimbursement were posted online on the claim form website. Until September of last year, paper copies of these reports were also being mailed.

The status reports are available online to anyone with access rights to the School Meals Program claim form (SM-4012-SL) on MEIS at:

<http://meis.mde.state.mi.us>

Status reports are available each week after the payment process has been completed. There are two different ways to look at the payment status reports. One view is the total reimbursement amount for the selected month. The other is the total of all claims related to a payment processed on a particular date.

1. Reimbursement for a Claim Month:

On the Main Menu, click on the dollar amount under the heading "Reimbursement" to view or print the status report(s) that relate solely to the claim and any amendments for the selected month. This view includes School Meals Program payments only.

2. Payment Process Date:

The other status report option corresponds to the payment amount. Click the "Payment Processing Dates" link on the top left side of the Main Menu. A screen listing all payment processing dates and total payment amounts processed on those dates is displayed. On the Payment Processing Dates screen, click on the amount listed under "Reimbursement" to view all status reports for that payment. Any claims that were processed on that date are shown and can include: more than one claim month, amendments, and any Child and Adult Care Food Program claims submitted and processed at the same time as a School Meals Program claim (if your school district participates in that program).

Click on the "Help" link on the top right side of the Main Menu for more information.

Adding Users to View Status Reports:

If additional people need access to the reports to view or print them, the person with current claim certification rights for your School Food Authority can do that. Anyone requiring access must first create an MEIS Account:

- Go to <http://meis.mde.state.mi.us/userman>
- Click on "Create an MEIS Account" and follow instructions
- Print screen displaying MEIS Account number

Then, the person with certification rights will need to complete the following steps:

- Click on the "User Management" link on the top of the Main Menu
- Click on "Add a New Account"
- Enter the MEIS Account number on the "Add Access" screen

- Select the access level from the dropdown menu and click on “Proceed Verify”
- Verify the information on the next screen and click “Add FNS Access”
- The newly added user will appear on an “FNS Accounts” list (access can be removed at any time by clicking on the “Remove” link to the right of their name)

This user will then be able to access the claim status reports on MEIS using the login and password assigned during the account creation process. They can view and print the reports or enter claim data according to the access level granted by the certifier within your organization. Certification rights can only be granted by the Security Administrator in the Office of School Support Services after a completed Security Access Form for the SL-4012-SL Claim for Reimbursement has been submitted.

Year End Cost Report

Each year the Year End Cost Report for School Meals Program (SM-4012-A) and Year End Cost Report for Residential Child Care Institutions (SM-4012-R) have been completed through a paper reporting process. Beginning with School Year 2003-04 (July 1, 2003 – June 30, 2004), this cost report will be completed on-line using the Year End Cost Report Program.

The Year End Cost Report will be submitted electronically. Submission of the paper cost report will be eliminated. Technical assistance workshops will be forthcoming. More information will be available in the April 2004 Food Scoop.

“Calling All Schools” for CAC



The Commodity Advisory Committee (CAC) is recruiting additional new members for the SY 2005. The Michigan Department of Education (MDE) would like one representative from the Great Lakes Coop, SPARC and Detroit Public Schools. The remainder of the membership will include food service directors receiving commodities through the state commodity program as well as representatives from TLC and Northern warehouses.

Two or three meetings are scheduled each year where members participate in “Taste It, Grade It” evaluations, processor presentations and discussions of commodity processing concerns and ideas. Efforts are made to coordinate meetings with MDE workshops and activities to maximize your time. In addition, MDE requests responses to various issues through email. This usually involves a quick response from the food service director on short notice.

The next tentative meeting date is Tuesday, June 22, 2004 during the MDE Summer Workshop in Grand Ledge, Michigan. More details will follow. The second meeting will be held in October in conjunction with the Fall Workshop.

If you have questions or would like to be a member, please contact Jayme Priest, Food Distribution Consultant, by phone 517-335-3792 or email – priestj@michigan.gov

COMMODITY NON-FAT DRY MILK (NFDM)

The Michigan Department of Education (MDE) ordered NFDM for several processors for the current SY 2004. It is MDE's expectation that all schools participating in the commodity program in the state of Michigan (including schools in the Great Lakes Coop and SPARC) will utilize the NFDM program to reduce the cost of commercial products in their lunch program. The following products are available for NFDM rebates to all schools: Dannon Yogurt, General Mills Yogurt, Gilardi Pizza Products and Schwan's Pizza Products. If you are utilizing these products this year, you are entitled to a rebate from these processors for the value of the NFDM. Be sure you have signed an addendum with the processor, complete and return the rebate form and enjoy the savings! For further questions regarding this program, please contact Food Distribution Consultant, Jayme Priest at 517-335-3792 or email at priestj@michigan.gov.

FARM TO SCHOOL UPDATE

Currently, three school districts have the opportunity to order apples from three Apple Growers in Michigan. This is the "infancy" stage of our Farm to School Pilot Program.

NOW WE NEED YOUR HELP. During the week of April 5, 2004, all Food Service Directors will receive a Farm to School survey. Please complete and return the survey co-sponsored by Michigan Department of Education (MDE), Michigan State University Extension (MSUE) and Michigan Department of Agriculture (MDA). Surveys should be returned to MSUE in the envelope provided. MSUE will analyze the data. This data will provide valuable information to MDE, MSUE and MDA as this

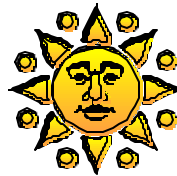
task force continues to link local farmers to school districts in the state of Michigan.

Thank you for your continued support of this initiative.

UNDERSTANDING COMMODITY ENTITLEMENT DOLLARS

As standard procedure for all schools, any entitlement dollars that remain in the school district PAL report at the end of each school year are not carried over to the new school year. In addition, the commodities that remain in the state contracted warehouses at the end of June are available for the following School Year (SY) for those schools utilizing the state warehouse contract.

Those schools that are participating in GLC (Great Lakes Coop) or SPARC (School Purchasing and Resource Consortium) for the SY 2005, will NOT order their commodities from the state contracted warehouses. Therefore, USDA commodities that are remaining in the state contracted warehouses at the end of June 2004 will NOT be available for schools that have joined a cooperative for SY 2005.



Food For Thought

FINANCIAL MANAGEMENT FOR FOOD SERVICE DIRECTORS CD-ROM

This self-directed, interactive CD-ROM has been revised, and an "Explore" mode specifically for trainers has been added to the Introductory and Advanced modes. The financial management CD-ROM presents learners with real-life scenarios as they step into "A Year in the Life of a Food Service

Director.” They may choose from three possible courses of action that may have positive or negative implications on program effectiveness, reputation, revenue, and expenditures. Components include a Budget-Builder Activity, Case Study, Glossary, and a Reference Section.

The reviewed CD-ROM can be ordered from NFSMI for \$8 (plus shipping and handling) and can be copied for use on multiple computers.

For more information go to www.nfsmi.org

<div>March 2004</div> <div>CALENDAR OF EVENTS</div> <div>CHILD NUTRITION PROGRAM</div>	<div>Michigan State Board of Education</div> <div>Kathleen N. Straus, President</div> <div>Sharon L. Gire, Vice President</div> <div>Michael David Warren Jr., Secretary</div> <div>Eileen L. Weiser, Treasurer</div> <div>Marianne Yared McGuire, NASBE Delegate</div> <div>John C. Austin</div> <div>Herbert S. Moyer</div> <div>Sharon Wise</div> <div>Thomas D. Watkins, Superintendent</div> <div>Governor Jennifer Granholm, Ex-Officio</div>
March, 2004	
8-12	National School Breakfast Week
10	February Monthly Claim Due
30	January Monthly Claim Deadline
April, 2004	
10	March Monthly Claim Due
16-18	MSFSA Conference
29	February Monthly Claim Deadline